

TAB

1 May 1955

TITLE Intelligence Principles and Methods

OBJECTIVE Instruct and give practice in skills and methods of processing intelligence materials

PREREQUISITES Top Secret clearance

Basic Orientation, or equivalent in headquarters or field experience

ENROLLMENT 10 to 30

DURATION Four weeks (160 hours)

LOCATION Headquarters

Intelligence Principles and Methods is designed to give instruction and training to the personnel of [REDACTED] who will be engaged in the processing and production of intelligence materials. The course is scheduled to follow the Basic Orientation course.

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In Intelligence Principles and Methods the emphasis is on learning-by-doing. In lecture-discussion periods students are instructed in the methods and techniques of processing information for a variety of intelligence purposes. The principles are then applied in exercises of abstracting information pertinent to a particular problem from a number of related documents, writing intelligence briefs, memoranda and special articles. Practice is also afforded in the oral presentation of intelligence through a series of briefings on selected subjects and problems of strategic intelligence.

The course includes a reading analysis program designed to discover faulty reading habits.

SECRET - OUR PERSONNEL ONLY

I-2

TITLE World Communism

OBJECTIVE History, theory, structures and organizations, strategy and tactics, and operations of Communist Parties

PREREQUISITES Top Secret clearance

One-week study of Communism (Basic Orientation), or equivalent

ENROLLMENT 6 to 25

DURATION Three weeks (120 hours)

LOCATION Headquarters

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This course, formerly known as Communist Party Operations, is now available to all intelligence officers throughout the organization who need a working knowledge of the World Communist movement. For analysts, the course provides a framework for further study of any substantive aspect of World Communism; [REDACTED]

Emphasis is placed on aspects of Party principles, strategy and tactics, functions, structures, organizations, and operations. Lectures and discussions are designed to give students a comprehensive knowledge of World Communism. Specific attention is focused on basic terminology and essentials of ideology in relation to current operational objectives of staff components. The course analyzes the structures and functions of Party organs and parallel apparatus, including development of cadres, propaganda, and finance. Special study is devoted to aspects of Communist clandestine operations, i.e., military, intelligence, and the underground.

Training aids, including charts and films, illustrate the material covered in lectures and discussions.

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1 May 1955

TITLE Intelligence Refresher

OBJECTIVE Basic information and over-all insight concerning the intelligence process and intelligence organization

PREREQUISITES Top Secret clearance

Two years KUBARK experience

ENROLLMENT 20 to 35

DURATION Six weeks - 2-hour sessions twice a week (24 hours)

LOCATION Headquarters

The course is designed for experienced [REDACTED] personnel and is divided into two sections. The first covers the various phases of the intelligence process, the organization of intelligence activities, and the security structure of [REDACTED]. The second section is an introduction to essential facts about communism and the USSR. Lectures are supplemented by reading, discussion periods and seminars.

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1 May 1955

TITLE Scientific Intelligence

OBJECTIVE Review collection and production methods, survey the current problems, and assess the achievements of scientific intelligence

PREREQUISITES Top Secret clearance

Present or future assignment requiring familiarity with scientific intelligence

ENROLLMENT 8 to 15

DURATION Ten days (70 hours)

LOCATION Headquarters

The course is designed to broaden perspective and understanding of the intelligence function and the contribution of sciences to the national intelligence effort, to increase knowledge of selected scientific and technical subjects and to stimulate discussions of current scientific intelligence problems.

Forty hours are devoted to seminars introduced and conducted by specialists, with topical emphasis on the current scientific and technological capabilities of the USSR. In daily oral briefings the students explain the nature of their work and discuss the methods and techniques which have proved successful in intelligence production within their own sphere of competence and responsibility. Also included are exercises in production, films of general intelligence interest, and a special reading analysis program.

TITLE	Intelligence Briefing
OBJECTIVE	Principles of public speaking as related to the oral presentation of intelligence; including selection and use of graphic aids
PREREQUISITES	Top Secret clearance Present or future assignment requiring proficiency in oral briefing
ENROLLMENT	12 to 20
DURATION	Six weeks - 2-hour sessions twice a week (24 hours)
LOCATION	Headquarters

Early sessions in the course emphasize basic principles and fundamentals of public speaking. Students prepare and present short speeches before the class. These are analyzed and constructive suggestions are offered in class discussions. Tape recordings made of each presentation assist both instructor and student in further analysis. Later in the course, students give longer speeches on topics related to their own responsibilities. Class critiques emphasize fine points of delivery, organization of content, proper use of graphic aids, and general effectiveness.

1 May 1955

TITLE Intelligence Writing

OBJECTIVE To stimulate good habits of thoughtful, self-critical intelligence writing

PREREQUISITES Top Secret clearance

One year of experience in the organization

ENROLLMENT 10 to 12

DURATION Three weeks - $3\frac{1}{2}$ hours per day ($52\frac{1}{2}$ hours)

LOCATION Headquarters

The course is offered primarily for [REDACTED] employees with experience of one or more years in the organization who have an assignment involving the production of written intelligence. The course is designed to stimulate good habits of thoughtful, self-critical intelligence writing. The bulk of the time is devoted to writing exercises of broad application, such as the abstract, the precis, the summary, and the intelligence memorandum; to such problems as structural organization, diction and editing; and to criticism and discussion of the exercises. Several lectures are given by experienced intelligence officers. Writing and reading assignments are tailored to the experience and needs of individual students.

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1 May 1955

TITLE	Reading Improvement
OBJECTIVES	Improve job efficiency by increasing reading ability Develop a wide range of reading techniques Adjust rate of reading to comprehension requirements Improve perceptual habits
PREREQUISITE	Secret clearance
ENROLLMENT	10 to 20
DURATION	Six weeks - 1 hour per day (30 hours)
LOCATION	Headquarters

Methods and techniques in developing the speed and level of comprehension, with emphasis on flexibility and comprehension requirements, are the focal points of the course.

In developing a wide range of reading techniques and in defining comprehension requirements, the student is instructed through lectures and discussions on the best techniques for scanning, extensive (informational), and intensive (technical) reading. This is followed by student practice, using diverse techniques in various reading situations. Practice includes supervised exercises and reading of individual and group selections of varied content at controlled rates. Good perceptual habits are developed by increasing the span of recognition, establishing control over regressive eye movement, and eliminating vocalization.

Approximately thirty percent of the course is devoted to lectures, instructions, and practical exercises in the three types of reading. Forty percent of the training provides practice with the reading rate accelerator. The remaining thirty percent of the course is divided equally between tachistoscopic training and special films.

A retention program, designed to ascertain long-range benefits, is conducted eight weeks, and twelve months after the course.

Satisfactory completion of this course fulfills the prerequisite for enrollment in the Advanced Reading Improvement course.

SECRET - OUR PERSONNEL ONLY

1 May 1955

TITLE Advanced Reading Improvement

OBJECTIVES Develop reading efficiency, with emphasis on reading skills beneficial in the collection and analysis of intelligence information

 Improve capabilities in scanning, extensive (informational), and intensive (technical) reading.

 Develop a high degree of proficiency in specific reading skills

 Achieve flexibility and control of reading techniques

PREREQUISITES Secret clearance

 Reading Improvement or Reading Analysis to ascertain basic reading skills of the employee

ENROLLMENT 5 to 10

DURATION Four weeks - 3 days per week, 1½ hours per day (18 hours)

LOCATION Headquarters

This course is designed to provide advanced instruction and practice in scanning, extensive (informational), and intensive (technical) reading. The course is divided into three parts: Part I provides training in scanning techniques for specific information, main ideas, preliminary estimate of content, and organizational structure. Part II provides training in extensive reading techniques which require concentration on difficult material so that major and minor detail can be distinguished. Part III provides training in the intensive techniques which include the identification of vocabulary problems, reading for meaning from content, memory for important detail, and multiple reading techniques.

Seventy percent of the course material consists of publications presented in on-the-job training. The remaining thirty percent is devoted to textbooks in social and natural sciences.

1 May 1955

TITLE Reading Improvement (French)

OBJECTIVES Improve reading efficiency in French through development and application of good reading techniques

Develop ability to adjust comprehension to a wide variety of reading situations

Improve the mechanics of reading

PREREQUISITES Secret clearance

Three years of college training in French, or equivalent

ENROLLMENT 5 to 10

DURATION Eight weeks - 3 days per week, 4 hours per week (32 hours)

LOCATION Headquarters

The course is designed to increase reading efficiency in French, when effectiveness is limited by faulty reading techniques rather than by lack of familiarity with the language. The course is devoted to three types of reading: scanning, extensive (informational), and intensive (technical) reading.

Flexibility of reading skills is emphasized through lectures and discussions on the best techniques to be applied in the three types of reading. This is accompanied by exercises illustrating the recommended techniques. The development of good reading mechanics is incorporated in the course. Special emphasis is given to the mechanical habits which are most applicable to each type of reading. Application of the best reading techniques is achieved through supervised exercises, including the reading of individual and group selections of varied content at controlled rates, and vocabulary exercises in French. The course provides individual tachistoscopic practice in the recognition of words and phrases in French, and controlled reading with the reading rate accelerator.

1 May 1955

TITLE Reading Analysis

OBJECTIVE Diagnose and analyze reading ability

PREREQUISITE Secret clearance

ENROLLMENT 5 to 10

DURATION Two weeks - 3 days per week - 1 hour per day (6 hours)

LOCATION Headquarters

This program is designed to determine the degree to which personnel employ the most efficient reading techniques in relation to office and individual requirements.

The following testing projects have been developed to fulfill the course objective: standardized tests to measure the speed and level of comprehension; job performance (optional); scanning projects to determine the degree of efficiency in organization and selection of information; extensive (informational) projects to measure reading techniques applied to acquire broader frames of reference; intensive (technical) reading projects to measure study methods used to master new material.

A half-hour conference is conducted with the employee to summarize his reading performance and to recommend techniques for improving his reading efficiency.